

ELERI JOURNAL NO. 4

Information to Contributors

1. Purpose and Scope of the Journal

The *ELERI Journal* is an annual (February) publication of the English Language Education Research Institute (ELERI) of Asia University. The journal seeks to present articles of a practical bent germane to any of the following areas: English literature, applied linguistics, theories of language acquisition, phonetics, psycholinguistics, methodology (effective classroom techniques), materials development, sociolinguistics, global issues in language education, and Japanese and American cultures vis-a-vis English language education. Submission of papers should imply that they have not been previously published.

2. Preparation of Manuscripts

a) Manuscripts must be typed using either a word processor (preferably Macintosh *Microsoft Word 5.1* or *6.0*) or an electric typewriter. Please submit three hard copies and a floppy disk if using Macintosh. Manuscripts that have been prepared using a manual typewriter will not be considered for publication.

b) Paper type: White typing paper or white word processor paper.

c) Paper size: A4.

d) Typefaces: Pica or Courier (12 pt. font).

e) Ink: Black.

f) Margin justifications: Left, right, top, and bottom to be one inch.

g) Indentation: Five space (tab) for the first line of each paragraph.

h) Spacing: Text must be double-spaced; ancillary materials (e.g., tables, appendices, etc.) to be single spaced.

i) Maximum length of article: Fifteen (15) pages, including text, illustrations, appendices, etc.

j) Titles: Flush with the left margin in bold type. If the title will not fit on one line, divide it appropriately and begin the second line flush with the left margin.

k) The author's name must appear immediately below the title or, if there is one, subtitle.

l) The author's affiliation (e.g., Western Washington University) must appear immediately below the author's name.
m) Title, author, and affiliation lines should be single-spaced.

n) Subheadings (e.g., **Introduction**, **Conclusion**, etc.): Flush with the left margin and in **bold type**.

o) Numbers: Arabic numerals.

p) Table labeling: "Table 1," "Table 2," etc. to appear above the table flush with its left margin. If there is a descriptive label, it must appear on the same line to the right; e.g., "Table 3 Widget Production in Ruritania."

q) Figure labeling: "Figure 1," "Figure 2," etc. to appear below the figure flush with its left margin. If there is a caption, it must appear on the same line to the right; e.g., "Figure 3 The High-tech Ruritanian Widget."

r) Pagination: Page numbers must be *written in pencil* in the upper right-hand corner of each page.

s) Citations: Please follow current APA style manual format. Direct quotations must be cited by author, date, and page number. For citations of multiple works, list the authors in alphabetical order; e.g., (Green & Stone, 1983; Jones, 1964; Smith, 1947).

t) References/Selected Bibliography: Please follow current APA style manual format. *Unnumbered and arranged alphabetically* by author. DO NOT USE FOOTNOTES OR ENDNOTES.

u) Italicization: Please follow current APA style manual procedures. If italicization is difficult or impossible, underline instead.

v) Manuscripts must be "camera ready." The presence of typographical, spelling, and/or grammatical errors, failure to comply with the above-mentioned guidelines, or the submission of mutilated manuscripts will result in rejection.

3. Submission of Manuscripts

a) Manuscripts must arrive at the following address no later than Friday, January 17, 1997 by 5:00PM. Delayed submissions will not be accepted.

ELERI Journal
c/o Freshman English Coordinator
Asia University
5-24-10 Sakai
Musashino-shi, Tokyo
Japan 180

b) The name and mailing address of the author must accompany the manuscript.

c) Reprints: Ten reprints will be sent gratis upon publication of the article. In the case of multiple authors, the contributor whose name appears first will be sent the reprints and distribution of same to the other authors will be deemed his/her responsibility.